

This blank, containing the minute questions for the Quarterly Conference, is designed for use at any Quarterly Conference, including adjourned and called sessions. Proper notice for a called session of the Quarterly Conference must be given in accordance with the requirements of the *Discipline* (§§139, 192). The questions on page 1, and the concluding questions on page 4, are to be answered at each Quarterly Conference. The questions on page 2 are to be answered at the first Quarterly Conference only. The questions on page 3 are to be answered at the fourth Quarterly Conference only. Questions 27 and 28 are to be answered as directed.

It is intended that the official Quarterly Conference Roll and Attendance Record form, showing membership, commissions, officers, and committees as adopted by the fourth Quarterly Conference of the preceding year, shall be used at each Quarterly Conference for the current year for recording attendance.

## Minutes of the FIRST Quarterly Conference, 1954-1955

The 1st Quarterly Conference for the Duke Memorial Church or Charge,  
Durham District, North Carolina Annual Conference,  
 was held December 7, 1954, at Duke Memorial

by W. Lee, District Superintendent, presiding. After a devotional service, conducted

was elected secretary. The following members were present: (See official Quarterly Conference Roll and Attendance Record).

### Questions 1 through 7 are to be answered at each Quarterly Conference

#### 1. What are the written reports from:

(a) The Official Board(s) (§213)? (b) The Pastor (§352 §21)? (c) The commissions, committees, and officers of the local church(es) as required by the Quarterly Conference?

#### 2. (a) Who have been recommended by the Quarterly Conference to the District Committee on Ministerial Qualifications for license to preach (§146 §1)?

Miss Laurel Glase - Mr. Hamilton Witter

(b) What are the reports of the local preachers (§312)?

#### 3. Who have been recommended to the Annual Conference Deaconess Board as candidates for the office of Deaconess (§146 §2)?

#### 4. (a) Who are licensed to exhort (§146 §3)?

(b) What exhorters have had their licenses renewed (§146 §3)?

#### 5. (a) Who are certified as lay speakers (§146 §4)?

(b) What are their reports? (Record as a supplement.) (c) Have their characters been passed?

#### 6. Who are elected to the District Conference (§143 §6, 667)? (a) Delegates?

Mr. Charles Channing -  
Mr. W. E. Alley

(b) Reserve delegates? Pastor authorized to name anyone.

#### 7. (At each Quarterly Conference the district superintendent shall ask the pastor to answer the following questions—§149 §3) (a)

What general Advance specials (§759) and conference Advance specials (§760) have been assumed by the church or churches of this pastoral charge? Ed Smith Fund \$5.50 Rosen Spring \$184.37

(b) In what amount? \$ (c) What amounts have been collected on them during this conference year? \$

(d) What amounts have been remitted to the conference treasurer? \$ (e) What is the report concerning the observance of the Week of Dedication (§761)?



8. (a) Are the official records and reports as required by the *Discipline* kept faithfully and accurately in this charge, and are the official forms of The Methodist Church used for this purpose? \_\_\_\_\_ (b) Is the *Official Membership and Church Record* correct and up to date (§§131-32, 140, 145 §3)? \_\_\_\_\_
9. (a) Have the books of the treasurers of the church and all charge organizations been audited (§243)? yes (b) Are the books in order? yes
10. (a) How many persons have been received into the fellowship of the church in this pastoral charge during the past conference year? \_\_\_\_\_ (b) How many persons will this charge set as a minimum number to receive on profession of faith this year? \_\_\_\_\_ (c) What means will it adopt to win them? \_\_\_\_\_
- (d) What is the program for training these new persons in the Christian life and membership in the church? \_\_\_\_\_
11. (a) How many persons signed Commitment Day cards? \_\_\_\_\_ (b) How many supplementary or renewal commitments were made? \_\_\_\_\_ (c) What are the plans for promoting temperance for the coming year? \_\_\_\_\_
12. Has the Official Board been organized according to the *Discipline* (§§206-15)? \_\_\_\_\_
13. (a) What is the estimated salary of the pastor for the current year? \$ 5,000 for 8 mos. (b) Associate pastor(s)? \$ \_\_\_\_\_ (c) Pastor's Travel and Expense Fund (§839)? \$ \_\_\_\_\_
14. What are the other items of ministerial support apportioned to this charge (§822)? (a) Episcopal Fund? \$ \_\_\_\_\_ (b) District Superintendent's Fund? \$ \_\_\_\_\_ (c) Conference Claimants Fund? \$ \_\_\_\_\_ (d) Minimum Salary Fund? \$ \_\_\_\_\_
15. (a) What amount has been apportioned to this charge, for the current conference year, for World Service and Conference Benevolences (§§795-96)? \$ \_\_\_\_\_ (b) Has the program of the benevolences been presented and explained to each congregation of the charge (§147)? \_\_\_\_\_ (c) What amount does this charge accept for World Service and Conference Benevolences for the current conference year (§147)? \$ \_\_\_\_\_
16. What amount has been apportioned to this charge for (a) General Administration Fund (§767)? \$ \_\_\_\_\_ (b) Jurisdictional Administration Fund? \$ \_\_\_\_\_ (c) Area, Conference, and District Administration Fund? \$ \_\_\_\_\_ (d) Interdenominational Co-operation Fund (§778)? \$ \_\_\_\_\_
17. How have these items been apportioned to the churches of this charge? (Record in table.)

Names of Churches									
Ministerial Support	Pastor and Associate(s)								
	Pastor's Travel and Expense Fund								
	District Superintendent's Fund								
	Episcopal Fund								
	Conference Claimants Fund								
	Minimum Salary Fund								
Connectional Expense	General Administration Fund								
	Jurisdictional Administration Fund								
	Area, Conference, and District Administration Fund								
	Interdenominational Co-operation Fund								
World Service and Conference Benevolences									
Total									

*See Budget for 1954-55 attached*



Questions 18 through 26 are to be answered at the fourth Quarterly Conference only

18. What are the reports of: (a) Retired ministers (§370)? (Record as a supplement); (b) Supernumerary ministers (§365)? (Record as a supplement); (c) Exhorters (§146 §3)? (Record as a supplement.)
19. Is there a report on the official form from the Board of Trustees (if a station—§164) or the Circuit Board of Trustees (if a circuit—§183)? \_\_\_\_\_

20. For a circuit—The answers to the following questions shall be recorded:

- (a) Have the Church Quarterly Conferences received reports on the official form from their Boards of Trustees (§§158, 164)? \_\_\_\_\_; (b) Have they elected trustees (Trustees of the property of individual churches are elected by the Church Quarterly Conference of each respective church. §§158-61)? \_\_\_\_\_ (c) Have they delivered to the recording steward, to be filed for permanent record as a part of the minutes of this conference, the said reports and the names of the trustees elected (§154)? \_\_\_\_\_ (Attach the reports hereto, and record the names of trustees on the official Quarterly Conference Roll and Attendance Record.)

21. Who are elected to the following offices for the ensuing year?

- (a) Elective Stewards (§§143 §1, 207-11)? (See official Quarterly Conference Roll and Attendance Record.)
- (b) Charge Lay Leader of the Circuit (§§143 §2, 262 §2)? M. T. Spears
- (c) District Steward and Reserve (§143 §3)? J. N. Coman
- (d) Recording Steward (§140)? Tom Crawford
- (e) Communion Steward(s) (§143 §8)? W. Alfred Williams
- (f) Trustees (§§159-61, 183)? (On a circuit only the trustees of the parsonage and/or property owned jointly by the churches of the circuit are elected by the pastoral-charge Quarterly Conference.)

- (g) Trier of Appeals (§1056)? \_\_\_\_\_
- (h) Other Officers (§143 §9)? \_\_\_\_\_

22. Who are elected members of the commissions (§144)? (Record as a supplement.) (a) Membership and Evangelism? (b) Education? (c) Missions? (d) Finance? (e) Others (§219)? \_\_\_\_\_

23. What committees are authorized by the Quarterly Conference and who are elected members of these committees (§145)? (Record as a supplement.) \_\_\_\_\_

24. (a) Who is the lay member of the Annual Conference elected by this charge, and for what term (§143 §4)? \_\_\_\_\_

- Charles E. Jordan
- (b) Reserve(s) (§143 §4)? J. N. Coman, Sr.

25. What amount is recommended by the Official Board(s) as the minimum salary for: (a) the pastor of this charge for the ensuing conference year (§148)? (List by churches) \$ 7500 for 12 mos - \$ 5,000 for 8 mos.

(b) The associate pastor(s)? \$ \_\_\_\_\_; (c) What amount is set for the Pastor's Travel and Expense Fund? \$ \_\_\_\_\_

26. Has the pastor prepared for his successor and deposited with the recording steward: (a) the two directories, one containing the names and residences of all members, and the other a constituency roll (§352 §24)? \_\_\_\_\_; (b) The list of subscribers to the benevolences (§352 §26)? \_\_\_\_\_; (c) List of subscribers to our periodicals (§352 §26)? \_\_\_\_\_



Question 27 to be read at the Quarterly Conference next preceding the beginning of the church-school year at which time these officials are elected

27. Who are elected (a) Church-School Superintendent(s) (§143 §5)?

W. E. Whitford

(b) Assistant Superintendent(s) for Membership Cultivation (§229 §16)?

Miss Katherine Cox

(c) Divisional Superintendents (§229 §16)?

Mr. Irving E. Allen - Youth Division

Mr. Charles Channing - Adult Division

(d) Directors of Christian Education or Educational Assistants (§143 §7, 234)?

Mrs. Edwin E. Jounan

#### Question 28 shall be asked at the fall meeting of the Quarterly Conference

28. (The Quarterly Conference shall ask the pastor the following questions at the fall meeting—§149 §1.)

- Who are the young people of this pastoral charge who are members of the senior class in high school? (Record as a supplement.)
- Who are the young people of this pastoral charge who are members of the second year in junior college? (Record as a supplement.)
- Has the list of their names been sent to the admission officers of the Methodist college or colleges related to the Annual Conference for their information?
- Who are the young people now in colleges, universities, and schools of nursing? Who of these are recruits for life service in a church vocation, and in what educational institutions are they enrolled? (Record as a supplement.)
- What young people from this charge are now in theological schools, and in what school is each enrolled? (Record as a supplement.)
- What young people from this pastoral charge are in the armed forces, and what is being done to extend and maintain the church's ministry to them? (Record as a supplement.)

#### Conclusion

29. Is there any further business? (Record as a supplement.)

30. Where shall the next Quarterly Conference be held?

The minutes were approved and the conference adjourned.

(Signed) \_\_\_\_\_, President

Ruth Hale, Secretary

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